

**SHELBY COUNTY BOARD OF COMMISSIONERS  
AGENDA ROUTE SHEET**

Referred to Commission Committee (name) Hospitals & Health

For Commission Action on (date) June 15, 2009

**A resolution approving an amendment to a contract between Shelby County Government and Maxim Healthcare Services, Inc. d/b/a Maxim Staffing Solutions Inc. to increase the contract amount for the period July 1, 2008 through June 30, 2009 by \$61,000.00, from the initial amount of \$99,000.00 to an amount not to exceed \$160,000.00 for the provision of professional health care staffing services for community-based and outpatient clinic programs and to appropriate said funds. This item requires expenditure of grant funds provided by Shelby County Board of Education in an amount not to exceed \$160,000. Resolution sponsored by Commissioner Joyce Avery.**

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**CHECK ALL THAT APPLY BELOW:**

\_\_\_\_\_ This Action does NOT require expenditure of funds.

  X   This Item requires/approves expenditure of funds as follows (complete all that apply):

County General Funds: \$ \_\_\_\_\_ : County CIP Funds: \$ \_\_\_\_\_

State Grant Funds: \$ \_\_\_\_\_ : State Gas Tax Funds: \$ \_\_\_\_\_

Federal Grant Funds: \$ \_\_\_\_\_

Other funds (Specify source and amount): \$61,000.00 Shelby County Board of Education

Other pass-thru funds (Specify source and amount): \$ \_\_\_\_\_

**Originating Department:** Health Department - Community Services

**APPROVAL:**

Dept. Head: Johnathan Russell 544-7585 \ \_\_\_\_\_  
(Type your name & phone #.) (Initials) (Date)

Division Director: Yvonne S. Madlock 544-7583 \ \_\_\_\_\_  
(Type your name & phone #.) (Initials) (Date)

Finance Dept.: Michael A. Swift 545-4449 \ \_\_\_\_\_  
(Type your name & phone #.) (Initials) (Date)

County Attorney: Mary Bright 545-4963 \ \_\_\_\_\_  
(Type your name & phone #.) (Initials) (Date)

CAO/Mayor: James Huntzicker 545-4514 \ \_\_\_\_\_  
(Type your name & phone #.) (Initials) (Date)

ITEM NO: \_\_\_\_\_

PREPARED BY: Johnathan Russell

APPROVED BY: \_\_\_\_\_

**A resolution approving an amendment to a contract between Shelby County Government and Maxim Healthcare Services, Inc. d/b/a Maxim Staffing Solutions Inc. to increase the contract amount for the period July 1, 2008 through June 30, 2009 by \$61,000.00, from the initial amount of \$99,000.00 to an amount not to exceed \$160,000.00 for the provision of professional health care staffing services for community-based and outpatient clinic programs and to appropriate said funds. This item requires expenditure of grant funds provided by Shelby County Board of Education in an amount not to exceed \$160,000. Resolution sponsored by Commissioner Joyce Avery.**

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**WHEREAS**, That Shelby County Government (“County”) issued a Request for Proposals (“RFP”) number RFP #08-009-24, Temporary Nursing Services, from which Maxim Services was selected as a vendor to perform such services; and

**WHEREAS**, That a contract between Shelby County Government and Maxim Healthcare Services, Inc. was entered into on November 4, 2008 for \$99,000.00 for the period July 1, 2008 through June 30, 2009; and

**WHEREAS**, That the need for those services is much greater than was originally anticipated in the Shelby County Schools mainly due to increases in the number of students that were presented with diagnoses that require and demand the skills and expertise of nurses and demand of special needs cases that required more one-on-one nurse coverage than the current staff could accommodate; and

**WHEREAS**, That said increased services in the Shelby County Schools are 100% reimbursed via grant from Shelby County Schools; and

**WHEREAS**, That the Shelby County Government and Maxim have prepared an amendment to the contract to provide professional nursing services in the amount not to exceed \$160,000.00 for the period beginning July 1, 2008 through June 30, 2009.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF SHELBY COUNTY, TENNESSEE**, That the said amendment is hereby approved.

**BE IT FURTHER RESOLVED**, That the continuation of the said contract and amendment is subject to the conditions of the contract and addendum and allocation of funds by the Shelby County Board of Commissioners.

**BE IT FURTHER RESOLVED**, That the County Mayor is hereby authorized to execute the said contract amendment on behalf of Shelby County Government, an executed copy of which is to be placed on file in the Purchasing Department.

**BE IT FURTHER RESOLVED**, That the County Mayor and the Director of Administration and Finance are authorized to issue their warrant or warrants to the extent of appropriations made in this resolution and to take proper credit in their accounting therefore.

\_\_\_\_\_  
A C Wharton, Jr., County Mayor

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk of County Commission

ADOPTED: \_\_\_\_\_

## SUMMARY SHEET

### **I. Description of Item**

Request approval to increase an existing contract amount with Maxim from \$99,000.00 to \$160,000.00 for the period July 1, 2008 – June 30, 2009. The contract is for the provision of temporary nursing services for community-based and outpatient clinic programs of the Health Department. This specific need has arisen from increased demand in the services provided to the Shelby County Schools for nursing at the schools, far beyond our normal or projected need. The increase is 100% funded via a grant from the Shelby County Schools for the provision of nursing services in the schools.

### **II. Source and Amount of Funding**

Shelby County Schools Nurses Program	
Fund 839-400513-6602	\$56,000.00
Fund 474-400513-6602	<u>5,000.00</u>
Total	<u>\$61,000.00</u>

### **III. Additional Information Relevant to Approval of this Item**

- A. Administration recommends approval of this resolution.
- B. There is no cost to the County for this activity.
- C. This contract provides registered nurses or licensed practical nurses that are contracted to work under the immediate supervision of a physician or a nurse of higher classification to perform generalized or specialized public health clinic or community-based nursing duties.

### **IV. Justification for Increase in Supplemental Nurses**

- A. Student demand exceeded the staffing compliment coupled with the obstacles experienced by the MSCHD in the recruitment and hiring of nurses.
- B. Increased enrollment in the Shelby County School System including students that were presented with diagnoses that require and demand the skills and expertise of nurses.
- C. The Charge Nurse for the County School Health Program retired in November 2008 and the position remained vacant until April 2009.
- D. After spring break ended March 20, 2009, there were nine new special needs cases that developed that required more one on one nurse coverage than the current staff could accommodate.